

(Handwritten note: Approved copy: Will be sent thru channels 27 Aug JGU)

26 August 1954

MEMORANDUM FOR: Chief, Management Staff
SUBJECT: Establishment of Positions

25X9A2

1. It is requested that a position of Administrative Officer GS-15 be established in the office of the Chief of Administration, DD/P. The incumbent of this position will serve as deputy to my assistant for personnel and will have the over-all responsibility for career service matters in the Clandestine Services.


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2. It is further requested that a position of secretary-steno GS-6 be established to serve primarily as secretary for the position mentioned above.

3. Further, it is requested that position No. BZ-59 be re-classified from GS-7 to GS-9 and position title changed from Personnel Operations Officer to Administrative Assistant.

4. The establishment of the two additional positions mentioned above will not increase the over-all civilian ceiling allotted to the Clandestine Services.

5. The above request has the personal approval of the Chief of Operations of the Clandestine Services.


Chief of Administration, DD/P

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Approved
for the DD/A

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